

## HELPFUL TIPS FOR COMPLETING YOUR KNOX COUNTY ZONING (BUILDING) PERMIT APPLICATION

**Contractor Section:** Please fill in the name of your contractor. If you are doing the work yourself, mark it “applicant”.

**Property Section:** List the address if different from the applicant’s mailing address. If the address is the same as the applicants, you may leave it blank. If a new address is needed, please leave this blank and I will have the 911 Coordinator assign a new address for you. The parcel # can be found on your tax statement.

**Structure Section:** Please put a check mark by new, addition, or relocation. If a relocation, include where the structure was previously located and the previous owner’s name. Please check the proposed use of the structure. Dwelling/cabin is for any living space whether it is a full time or part time or included within another structure. Accessory is for things like garages, and storage sheds. When you describe the structure, explain if it’s a wood frame, mobile home, steel frame, pole shed, etc. and how the structure will be used such as “garage with loft”. The estimated cost is the estimated construction cost and not the cost of the land or moving the structure.

**Setbacks Section:** Contact the Zoning Administrator for the required setbacks if you are unsure, or it will be filled in when the application is received. A front setback is along a road. The rear setback is opposite the road. Some parcels may have more than one front and no rear setback. Please contact the Zoning Administrator for site specific setbacks.

**General Section:** If the structure is a new dwelling, please list how far it is from the nearest livestock feeding facility. Cattle on pasture are not considered in the setbacks—only livestock confined to feedlots or barns.

**Site Plan:** Please remember to include a drawing, map, survey, or aerial photo showing the existing structures, new structure, driveway, dimensions, and approximate distances to the property lines. If you are building on a lot that is less than 3 acres, you will need to show the septic system and have a certified installer sign below the drawing whether you are putting in a new system or not. If you are located in Kohles Acres, Merchant Hills, Hideaway Estates, Hideaway Acres 6<sup>th</sup> Addition, Elk Ridge Estates, or Elkhorn Ridge, or any areas subdivided after April 2012, you do not need to have the septic installer sign the application.

**Fees:** Please make checks payable to the Knox County Treasurer for fees. Ag structures on more than 20 acres have no fees.

***Remember to sign and date the application. If you are building in a flood plain, you must also submit a Flood Plain Development Permit Application.***

Once the permit is approved, I will mail you a copy and you may begin construction. The permit is good for 2 years. E-mail me or call me if you have any questions.

Liz Doerr, Knox County Zoning Administrator